



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

IN REPLY REFER TO:

COMNAVAIRESINST 5354.1A

N00

1 OCT 2003

COMNAVAIRES INSTRUCTION 5354.1A

Subj: NAVAL AIR RESERVE EQUAL OPPORTUNITY (EO)

Ref: (a) OPNAVINST 5354.1E
(b) SECNAVINST 5300.26C
(c) COMNAVRESFORINST 5354.7A

Encl: (1) Naval Air Force Reserve Policy on Equal Opportunity
(2) Naval Air Force Reserve Policy on Prevention of Sexual Harassment
(3) Naval Air Force Reserve Policy on Prevention of Reprisals

1. Purpose. To issue enclosures (1) through (3) of this instruction and to provide the Naval Air Force Reserve policy and guidance for the execution of the Navy EO program, including the prevention of sexual harassment.

2. Applicability

a. Reference (a) will be followed throughout the Naval Air Force Reserve. The provisions of this instruction apply to all active and inactive duty Naval Air Reserve personnel and units assigned within the Naval Air Force Reserve.

b. Commander, Naval Forces Command, Assistant Secretary of the Navy for Civilian Personnel and Equal Employment Opportunity (EEO), and the EEO Commission separately issue guidelines for all Civilian Equal Employment Opportunity (EEO) policies.

3. EO within the Naval Air Force Reserve is to reflect all policies pertaining to the sound leadership and management of our human resources. The presence of strong EO practices has a direct positive impact upon morale, discipline, and military effectiveness. Reference (a) requires that the Command Managed Equal Opportunity (CMEO) program be established at every command. All Commanders, Commanding Officers (COs), and Officers in Charge (hereafter referred to as Commanding Officers) are responsible for ensuring there is an ongoing education program in place to promote EO, full and optimal usage of minorities and women, prevention of sexual harassment, appropriate use of grievance and redress procedures, and the prevention of fraternization.

4. Policy. Commander, Naval Air Force Reserve (COMNAVAIRES) policy statements on EO and prevention of sexual harassment and prevention of reprisals are provided in enclosures (1) through (3).

a. These policies are based on law, regulation, and sound leadership principles. Chain of command support and enforcement of these policies is mandatory.

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b. COs will ensure the following materials are prominently posted throughout their command: Enclosures (1) through (3) of this instruction, the Inspector General's Hotline numbers, and the Navy's Grievance and Redress poster.

c. All personnel will be educated and trained annually in the area of grievance procedures.

5. Responsibilities

a. COMNAVAIRES. Sponsor the Naval Air Force Reserve EO program.

b. COMNAVAIRES EO Program Specialist

(1) Develop and monitor Naval Air Force Reserve manpower, personnel and training objectives to support the EO program.

(2) Per reference (c), prepare and submit to the Chief of Naval Operations, the Naval Air Reserve Military EO Assessment on the progress of the Naval Air Reserve's Affirmative Action Plan.

(3) Prepare a posture statement on the status of EO in the Naval Air Reserve for Flag Officers, Commanders, and Commanding Officers as required.

(4) Provide information, assessment and status reports on the EO program per higher authority.

(5) Provide overall direction and assistance to subordinate commands for the Naval Air Reserve EO program.

(6) Oversee the CMEO program within the Naval Air Force Reserve.

(7) Develop and publish EO inspection criteria that address all key elements of references (a) through (c), and conduct CMEO inspections at subordinate commands.

c. Commanding Officers

(1) Become familiar with and adhere to the EO responsibilities of Commanders per reference (a).

(2) Ensure all personnel within their chain of command incorporate EO policy into their day-to-day management practice.

(3) On a collateral duty basis, assign an officer or chief petty officer (E7 or above), to provide assistance for individuals in resolving discrimination or sexual harassment problems. This person must be knowledgeable of Navy policies regarding EO, discrimination, sexual harassment, fraternization, and the processing of grievances or complaints. The individual designated will be accessible to all hands and have direct access to the Commanding Officer. The person's name, phone number, and location will be publicized throughout the command on the Navy's Grievance and Redress posters as well as in the POW.

(4) At the discretion of the CO, assign a fully qualified Command Training Team (CTT) to conduct the Navy Rights and Responsibilities (NR&R) workshop for all personnel. This workshop will normally take between 4 to 6 hours to complete. The Naval Air Reserve incorporates Conventional Carrier

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(CV) training into NR&R which requires one senior facilitator (O5 or above). If necessary, assign a Selected Reserve officer. Training requirements for the CV facilitator can be met by attending the final day of Mobile Training Team (MTT) training which is normally scheduled on a Saturday.

(a) Since Selected Reserve personnel do not transfer at the same frequency as full time support personnel, they will attend this workshop upon first reporting to their Inactive Duty Training site and at least once every 4 years. Training must be offered frequently enough to keep class size below 20 people.

(b) This training will be documented in service records (using a Page 4, NAVPERS 1070/604). COs will ensure appropriate correspondence is forwarded to the service record holder.

(5) Ensure the mandatory members of the Command Assessment Team (CAT) have been trained per reference (a). Section III of reference (a) provides detailed guidance on team responsibilities.

(6) If a command assessment is conducted, develop and execute the Plan of Actions and Milestones (POA&M) resulting from the command assessment to address any EO problems revealed. Maintain this POA&M for one inspection cycle.



D. L. KLOEPPEL

Distribution: (COMNAVRESFORINST 5218.2)
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IN REPLY REFER TO:

12 Dec 02

COMMANDER, NAVAL AIR FORCE RESERVE EQUAL OPPORTUNITY/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

As Commander, Naval Air Force Reserve, I would like to emphasize the importance of the Navy's Equal Employment Opportunity (EEO) and Equal Opportunity (EO) programs. I do not view EO as a program per se, but instead view it as an everyday norm in the way we do business in the Navy. The fair and equal treatment of all members of our organization must always be a tenet in every personnel program, policy and action in our Force. It is tied inexorably to the very core values we are sworn to uphold and I am fundamentally committed to its principles. Our Navy has come a long way in Equal Opportunity, but in a military environment where there is constant change in our personnel we must continue to reinforce the good values that Equal Opportunity has taught us over the years. All military and civilian personnel must be accorded equal opportunity for employment, development, advancement and treatment regardless of race, color, sex, religion, national origin or age. While it is important for the entire chain of command to adhere to these principles, it is especially incumbent upon the leadership of our people to ensure equal opportunity permeates our command culture and defines our personnel programs. I look forward to your continued support.

A handwritten signature in cursive script, reading "D L Kloeppel", is positioned above the printed name.

D. L. KLOEPPEL

Rear Admiral, U.S. Naval Reserve



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1 OCT 2009

IN REPLY REFER TO:

12 Dec 02

COMMANDER, NAVAL AIR FORCE RESERVE POLICY OF PREVENTION OF SEXUAL HARASSMENT

I am committed to continuing the environment at COMNAVAIRES that is intolerant to sexual harassment. Sexual harassment is unacceptable, inappropriate, and demeaning behavior that undermines the integrity of the employer/employee relationship. It plain and simple, will not be tolerated! Sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career.
- Submission to or rejection of such conduct by a person is used as a basis for career employment decisions affecting this person.
- Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

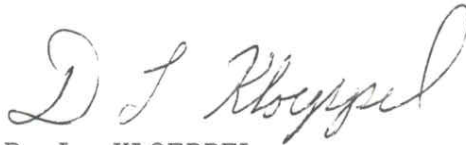
Any military member or civilian employee in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

No one may commit sexual harassment, as defined above; take reprisal action against a person who provides information on an incident of alleged sexual harassment; knowingly make a false accusation of sexual harassment; or, while in a supervisory or command position, condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge. Individuals who believe they have been sexually harassed should address their concerns or objections regarding the incident directly with the person demonstrating the harassing behavior in addition to reporting it to the appropriate supervisor within

Enclosure (2)

the chain of command. Specific acts of sexual harassment will be subject to administrative or disciplinary action as appropriate. Complaints of sexual harassment may be filed through Equal Employment Opportunity, Equal Opportunity, or Request Mast procedures. They may be reported to the Inspector General Hotline numbers: Navy 1-800-522-3451 and the Naval Reserve 1-866-237-2298.

Education is the best tool for prevention of sexual harassment and every supervisor and manager, military and civilian should take all steps necessary to prevent sexual harassment from occurring. Instances of sexual harassment are to be handled with sensitivity; however, corrective actions are to be taken swiftly, fairly and effectively. I expect the cooperation of all personnel, supervisory and non-supervisory, in support of this policy.



D. L. KLOEPPEL

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COMMANDER, NAVAL AIR FORCE RESERVE POLICY ON PREVENTION OF REPRISALS

The Constitution of the United States, Uniform Code of Military Justice and U.S. Navy Regulations (1990) all guarantee the right of members to seek redress of wrong by members of the Navy. The Navy's informal and formal Complaint/Grievance procedures outlined in OPNAVINST 5354.1E (Navy Equal Opportunity Manual) require the trust and confidence of all personnel who must use them. It is often reported that service members are afraid to use the Navy Grievance System because of fear of reprisals.

Commanding Officers will impress upon every member of their command that any act of reprisal will be dealt with swiftly and severely. They will take prompt disciplinary action against violators when reports of reprisal are determined to be true, and in extreme situations, consider temporarily transferring the complainant to another activity until the issue is resolved.

Commanding Officers will assign a personal advocate to each individual submitting a complaint to ensure reprisal does not occur. This advocate is to be of sufficient seniority and maturity not to be intimidated and to judge whether acts of reprisal are taking place. The personal advocate will have direct access to the Commanding Officer in this matter.

Commanding Officers must be aware that reprisals may take many forms either overt or subtle in nature. Examples include a reduction in fitness reports/evaluation marks, inequity in watchstanding duties, or increased workload/watchstanding assignments. Severe forms may include not recommending personnel for advancement, retention, or specialized programs.

It is paramount that the Naval Air Force Reserve be governed by law and not on the incalculable behavior of individuals. I will take every action within my power to ensure this policy is enforced and expect you to do the same.

A handwritten signature in cursive script, reading "D L Kloeppel", is positioned above the printed name.

D. L. KLOEPPEL
Rear Admiral, U.S. Naval Reserve

Enclosure (3)